

SECRETARY  
of STATE

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November 6, 2002

TO: Carol Sayer, Executive Director  
Commission on Salaries for Elected Officials

FROM: *JM* Toni Murray, Human Resource Director

SUBJECT: Position Description for Secretary of State

RECEIVED  
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WCCSEO

Enclosed is the updated position description for the Secretary of State for review by the Salary Commission in January 2003. Also enclosed is the organization chart for the Office of the Secretary of State.

Effective July 1, 2002, the Washington State Library, formerly a separate state agency reporting to an independent board, merged by statute into the Office of the Secretary of State. The State Librarian, formerly an agency head, now reports to the Secretary of State and heads the State Library Division within the Secretary of State's Office. As noted within the position description attached, this merger has greatly increased the scope of the Secretary's duties, staff, and financial responsibilities.

You requested a separate listing of members of staff whose salaries are greater than the Secretary of State. The one position currently whose salary is greater is:

Assistant Secretary of State, annual salary \$101,640.

Prior to the merger, the State Librarian's salary was greater than the Secretary of State's at \$98,532 per year. The newly appointed State Librarian's salary has been set more in line with our other Division Directors; however it is the highest of the five division directors at \$89,004.

Please let me know if there is anything else needed. Also, please let us know once the Commission has set its schedule and whether they will be taking testimony.

Enclosures

## SECRETARY OF STATE

### Position Description

#### SECTION 1 –Function of the Secretary of State

The Office of Secretary of State was established with the adoption of the Washington State Constitution in 1889. The Secretary of State is elected every four years and follows the Lieutenant Governor in line of succession to the Office of Governor.

The role of the Secretary of State is exercised in two principal fashions: as the director of the state agency known as the Office of the Secretary of State; and in an independent capacity as a statewide elected official assigned responsibility by the Legislature or Governor for various programs and activities.

The Secretary of State is the state's chief elections officer, chief corporations officer, and supervisor of the State Archives and the State Library. In these roles he not only carries out the administrative functions of these programs, but sets statewide policy which directs local governments, business entities, and citizens through the Washington Administrative Code. The duties of the office are specified in Article III, Section 17 of the Washington State Constitution and Chapter 43.07 RCW.

Effective July 1, 2002, the Washington State Library, formerly a separate state agency reporting to an independent board, was merged by statute into the Office of Secretary of State. The State Librarian, formerly an agency head, now heads the State Library Division and ultimately reports to the Secretary of State. As noted below, this merger has vastly increased the scope of the Secretary's duties, staff, and financial responsibilities.

In addition to these constitutional and statutory duties, the Secretary of State is regularly called upon to assist in the development of international trade relationships that benefit the State of Washington. The Secretary of State frequently acts as official host to visiting delegations and dignitaries from around the world and often represents the state in trade and cultural missions to other countries.

#### SECTION 2 – Principal Responsibilities (those duties mandated by the Constitution or state statute are marked with an asterisk)

- ❖ Writes administrative code to implement statutory provisions;\*
- ❖ Develops and directs agency policy;
- ❖ Supervises state and local elections, and certifies the results of state primaries and general elections;\*

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- ❖ Supervises the registration and licensing of private corporations, limited partnerships and trademarks;\*
- ❖ Supervises the collection and preservation of and access to the historical records of the state;\*
- ❖ Supervises information service development and delivery to the Legislature, state agencies, residents and staff of state institutions, local libraries, and other information providers\*.
- ❖ Supervises the production and distribution of the state voters pamphlet and election-notice legal advertising;\*
- ❖ Supervises the filing and verification of initiatives and referendums;\*
- ❖ Promotes government cost reductions and savings through administration of state employee involvement and incentive programs;\*
- ❖ Administers Washington's innovative substitute address program providing substitute address and mail forwarding services to survivors of domestic violence or sexual assault who are in danger of being tracked by their abuser through state and local government records;\*
- ❖ Supervises the Librarian Certification program\*.
- ❖ Implements the state's record management laws.\*
- ❖ Administers the state's Electronic Authentication Act and digital signatures;\*
- ❖ Supervises the registration of individuals, organizations, and commercial fundraisers involved in charitable solicitations;\*
- ❖ Supervises the preservation of the recollections of legislators, state officials and citizens who have been involved with the state's political history;\*
- ❖ Files and attests to official acts of the Legislature and the Governor;\*
- ❖ Represents the state, as requested, in international trade and cultural missions;
- ❖ Represents the agency before the Legislature and the public;
- ❖ Serves as chair of the state Productivity Board;\*
- ❖ Affixes the State Seal and attest to commissions, pardons, and other documents to which the signature of the Governor is required;\*
- ❖ Regulates the use of the State Seal;\*
- ❖ Certifies to the Legislature all matters legally required to be certified;\*
- ❖ Greets and confers with dignitaries and delegations visiting the state of Washington from other countries; and,
- ❖ Ensures agency compliance with relevant regulations, restrictions, and directives of the legislative and executive branches.

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**SECTION 3 – Financial Dimensions**

Since the incorporation of the Washington State Library into the Office of the Secretary of State, the financial dimensions of the position have increased dramatically.

1. There is now an annual average of 260 full-time positions in the agency.  
Additionally, during initiative check, special projects, and at other periods of workload peaks, the agency employs temporary and project employees, which can increase staffing levels to around 300 total employees.
2. The following 1 position within the agency has a salary greater than that of the Secretary of State:  
Assistant Secretary of State - \$8470.00/month
3. The Biennial budget (operating and capital) for salaries, benefits, etc. of the agency's staff plus other funds under direct control for the 2003-05 biennium is approximately \$70 million.

	<u>1999-01 Biennium</u>	<u>2001-03 Biennium</u>	<u>2003-05 Biennium – Budget</u>
FTE's	180.00	260.00	291.20
<b><u>Revenue:</u></b>	Actuals	Estimated	Proposed Maint. Level Budget
Corporations – GF	28,994,694	30,793,269	31,210,265
Charitable Trusts & Solicitation – GF	237,695	215,552	226,000
Apostilles – GF	171,675	175,934	176,000
OSOS Revolving Fund	3,394,040	3,189,493	3,254,000
Microfilm Bureau	1,135,106	1,118,565	1,437,000
Archives Revolving Fund – State	4,595,690	5,735,730	6,491,677
Archives Local Fees	3,318,208	5,806,864	9,000,000
Archives Tax Warrant	234,367	442,038	220,000
Archives Research	146,542	166,811	163,000
Library Fed. LSTA Grant*	0	3,100,000	7,004,000
<b>TOTAL REVENUE:</b>	<b>42,228,017</b>	<b>50,744,256</b>	<b>59,181,942</b>
<b><u>Allotments:</u></b>	Budget as amended	Budget as amended	Prop. Budget (Maint. Level)
Corporations – GF	4,068,567	2,537,337	3,726,000

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Corporations – RF	2,336,990	4,642,063	2,688,000
Elections	1,353,924	1,470,493	1,234,000
Voter Services	4,834,748	4,976,918	5,025,000
Administration	3,945,040	4,938,385	8,484,000
Election Reimbursement	7,550,000	2,126,000	8,334,000
Archives & Records Mgmt	8,981,307	11,051,707	11,252,000
Productivity Board	607,786	615,630	589,000
Special Programs	5,111,564	4,499,349	4,672,000
State Library – State *	0	6,076,718	14,469,000
State Library – Federal *	0	3,415,575	6,348,000
State Library – Talking	0	1,350,000	2,700,000
Book & Braille program *			
Capital Programs	822,712	14,631,482	510,000
<b>TOTAL BUDGET:</b>	<b>39,612,638</b>	<b>62,331,657</b>	<b>70,031,000</b>
<b>TOTAL OPERATING</b>	<b>38,789,926</b>	<b>47,700,175</b>	<b>69,521,000</b>
<b>TOTAL CAPITAL</b>	<b>822,712</b>	<b>14,631,482</b>	<b>510,000</b>

NOTE: State Library 99-01 amounts are 0 and the 01-03 amounts only include fiscal year 03, as the State Library was made part of OSOS effective July 1, 2002

- The Secretary of State is also a member of the Capitol Committee, which has oversight over long-term planning and expenditures of capital funds pertaining to the Capitol Campus.

**SECTION 4 – Knowledge and Skills** - The position of Secretary of State requires knowledge and skills in the following areas:

- Federal Election laws and best practices;
- RCW and WAC governing the administration of elections within the state;
- RCW and WAC governing administration of archives and records management for governmental jurisdictions within the state;
- RCW and WAC governing the registration of profit and nonprofit corporations, associations, limited partnerships, limited liability companies and professional services corporations doing business in the state;
- RCW and WAC governing the administration of the state's corporate library and it's information service delivery to the Legislature, state agencies, local libraries, and other information providers within the state;
- RCW and WAC governing the registration and monitoring of charitable trusts and organizations engaged in soliciting charitable donations from the general public;

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- Legislative processes within the state;
- Governmental budgeting processes;
- Labor relations and collective bargaining processes;
- Communication with a wide variety of individuals, e.g. elected officials, attorneys, foreign dignitaries, private citizens, labor representatives, employees, media representatives;
- Public administration theory and practice;
- Agency-wide data processing systems;
- International relations and diplomatic practices;
- Problem-solving;
- Presentations and public appearances.

**SECTION 5 – Nature and Scope of Position (See attached organization chart)**

The Secretary of State's responsibilities are among the most diverse in state government. These responsibilities have an impact on every citizen of the state.

**Elections Administration**

The November 2000 nationwide election illustrated the critical responsibility of administering local election processes. The Secretary of State is the chief elections officer of the state, and, as such, is responsible for the supervision of all federal, state and local elections. Since the passage of the federal "Help America Vote Act of 2002" the role of state elections department takes on new emphasis. The Secretary of State produces and distributes information regarding candidates, ballot measures and the elections process through a variety of media, including the state voters' pamphlet, electronic voter guides, and legal-notice advertising. The Secretary of State is responsible for training and certifying election administrators in county auditor offices throughout the state, and works closely with local officials to ensure maximum efficiency and accuracy in statewide elections. The Secretary of State also certifies elections systems before they can be used by counties throughout the state. For the 2001 General Election, counties in the state spent more than \$8 million. Other election-related functions include verifying the validity of petition signatures submitted in support of initiatives and referendums, filing candidates for federal, state, legislative and judicial offices, certifying and testing electronic voting equipment, canvassing the returns of state primaries and general elections, and, where required, directing and certifying election recounts.

**Corporate and Business Licensing**

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The Secretary of State is responsible for the registration of profit and nonprofit corporations, associations, limited partnerships, limited liability companies and professional services corporations doing business in the state. The Secretary of State maintains active records on approximately 186,000 profit and nonprofit corporations, 14,500 limited partnerships, and 55,400 limited liability companies. On a yearly basis, the Secretary of State files approximately 31,700 new business entities, almost 260,000 annual reports, and answers 139,000 telephone inquiries.

As part of the corporate registration function, the Secretary of State files trademarks, accepts service of process for out-of-state corporations and individuals, and makes registration information available for use by financial and legal services, law enforcement agencies, the IRS, the news media, and the general public. The Secretary of State coordinates with five other state agencies that have responsibility for administering requirements related to business registration and taxation. The Secretary of State is also responsible for development and implementation of digital signature technology for use in electronic commerce.

**Archives & Records Management/Historic Preservation**

The Secretary of State's duties include preserving permanent legal and historical government records and promoting the history of the state of Washington. Legal and historical records of the various branches of state and local governments are collected, preserved and made available for research through the Washington State Archives, which is administered by the Secretary of State. Archival documents and artifacts are maintained in a special secure facility at the State Capital, and in five regional depositories around the state. The Secretary of State coordinates and sets policy for state and local governmental units' records management program. Starting in 2002, the office began a grant program to assist local governments with records management and preservation.

As the state's records management officer, the Secretary of State coordinates the implementation of records management statutes, including records retention scheduling, operation of the state records centers and centralized microfilm services. The Digital Archives, a new facility under construction in Cheney, on the campus of Eastern Washington University, will be the first state facility in the nation dedicated to digital records retention and management.

The Secretary of State is also an ex-officio member of the Boards of Trustees of the Washington State and Eastern Washington Historical Societies.

**Oral History Program**

The Secretary of State's Oral History Program records and transcribes the recollections of legislators, state officials and citizens to preserve the state's political history. These tapes and transcripts, along with companion literature, are made available to the public



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through a variety of sources, including the Washington State Archives and the Washington State Library. The program also assists museums, historical societies, and others in creating exhibits about the state's political history, and contributes to educational programs in public schools.

**State Library Administration**

The State Library serves the people of the state through its unique collections and programs. It also serves as the legislative and state agency library, delivering information to state government as it develops and carries out public policy. The library division is also the federally recognized State Library Administrative Agency that provides library development services to libraries of all types in the State of Washington.

The library has unique collections, such as the Territorial Collection and State Documents. In addition, it is the only full regional federal document depository in the states of Washington and Alaska. The electronic information locator services, Find-It and Find-It Consumer, provide citizens with electronic information about state and local government.

The State Library provides collections and services specifically designed for all state employees and legislative staff. It offers centralized reference and research services and materials as well as branch library services to various state agencies.

The Library also implements statewide programs to assist libraries throughout the state; coordinates and partners with them in projects of regional or statewide importance; offers grant opportunities; provides training; and consults with libraries, local officials and citizens on general library development, governance, and information technology issues.

**Government Productivity**

The Secretary of State is the Chair of the state Productivity Board (formerly the Employee Involvement and Recognition Board). Made up of representatives of state agencies, higher education, private businesses and organized labor, the Board was created by the Legislature to promote increased efficiency and productivity in state government. The Board administers two employee involvement programs – the Employee Suggestion Program, and the Teamwork Incentive Program. Both programs offer cash incentives to state employees who suggest workable methods to reduce costs and improve government operations. Since their inception in 1983, these programs have generated more than \$47 million worth of first year cost savings as well as numerous improvements in public service and safety.

**Charitable Solicitations/Charitable Trusts**



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Charitable trusts and organizations engaged in soliciting charitable donations from the general public are required to register with the Secretary of State and provide certain information regarding their finances. The Secretary of State monitors the fundraising activities of these organizations, including solicitations conducted on behalf of charities by commercial fundraisers. Information collected by the Secretary of State is made available to consumers to discourage fraud and promote informed decision-making about charitable giving.

**Substitute Address for Survivors of Domestic Violence, Sexual Assault, or Stalking.**

Approved by the Legislature in 1990, the Address Confidentiality Program assists survivors of domestic violence, sexual assault, or stalking who have relocated to avoid further abuse. The program helps participants keep their home, work and/or school address secret by providing a substitute mailing address. It also allows clients to receive state and local government services (e.g. register to vote or apply for a marriage license) without revealing their actual address. Currently almost 2,300 people participate in this program.

**Certifications/Attestations**

The Secretary of State is also responsible for a number of other actions relating to certifying or attesting to certain actions such as:

- Filing or attesting to official acts of the Legislature and the Governor;
- Certifying to the Legislature all matters legally required to be certified;
- Certifying election vote totals to the Governor and the Legislature;
- Certifying election systems;
- Certifying librarians qualified to work in Washington State;
- Selecting citizen members of the State Salary Commission;
- Registering immigration assistants and international exchange student programs;
- Affixing the State Seal and attesting to commissions, pardons, and other documents to which the signature of the Governor is required.

**Challenges, sensitivities, unique requirements, or risks inherent**

The consequences that might result from failure to carry out the responsibilities of the Secretary of State include:

- Statewide election results may be incorrectly compiled, inaccurately reported, or delayed to the public, candidates, political parties, and media;
- Candidates for office may be inadequately informed about filing processes and not file correctly or unqualified candidates may be allowed onto the ballot;
- Candidates and ballot measures may be misrepresented in voter pamphlets and guides;

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- Unqualified initiatives may be allowed onto the ballot;
- Election administrators in county auditor offices may be inadequately trained to conduct elections;
- Irregularities in elections may not be corrected resulting in certification of incorrect election results;
- Inadequate voting equipment may be tested and certified resulting in incorrect election results;
- Corporations, associations, limited partnerships, limited liability companies and professional services corporations may be incorrectly or inadequately registered with the state.
- Corporate documents may not be available for review by financial and legal services, law enforcement, the IRS, the news media, and the general public;
- Digital signature technology in electronic commerce may be subject to misuse and abuse;
- The Master Business License system may fail to efficiently address the needs of business owners in the state;
- The historical records of state and local governments may not be collected and preserved so that they are available for research purposes;
- Necessary public records may be lost resulting in inefficiencies in providing state services, inadequacies in service, and monetary liabilities to the state;
- Decision-makers (congressional delegation members, legislators, and state agency policy makers) may not have the information they need to make decisions affecting state citizens and resources;
- Local libraries throughout the state may miss developmental opportunities and technological advances;
- Opportunities to increase efficiency and productivity in state government may be lost;
- Potential cost savings and improvements in public service and safety may be lost;
- Citizens may be victimized by unscrupulous fundraising activities;
- Citizens may not have information needed to make informed decisions about charitable giving;
- Survivors of domestic violence or sexual assault may not be able to carry on safe, productive lives;
- Official acts of the Governor and Legislature may not be properly filed and recorded;
- The Legislature may not receive all matters legally required to be certified;
- The State Seal may be used inappropriately.

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**Key Interfaces**

The Secretary of State interfaces with the following individuals and groups (not listed in any particular order of importance):

Governor and other Statewide Elected Officials  
Legislators  
Judiciary  
Washington State Congressional Delegation  
State Agency directors  
Agency division and program managers  
Agency employees  
All state employees  
Washington Association of County Officials  
Washington State Association of County Auditors  
Association of Washington Cities  
Washington Association of Prosecuting Attorneys  
Washington State Association of Cities  
Other state and local officials  
Washington State Bar Association  
League of Women Voters  
Representatives from foreign governments  
Private citizens  
Voters  
Contractors  
Business entities  
Charitable organizations  
Election Officials from other states  
National Association of Secretaries of State  
Council of State Governments  
Justice Department representatives re: National Voter Registration Act  
U.S. Department of Education re: Library Services and Construction Act  
Labor representatives and union business agents  
Survivors of domestic violence or sexual assault  
Local or regional domestic violence or sexual assault programs  
Law enforcement agencies  
Court personnel  
School personnel  
Organizations formed to protect or support victims of domestic violence/sexual assault  
Capitol Campus Design and Advisory Committee  
Capitol Committee  
Historical societies and boards  
Library directors and boards of trustees throughout the state

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Maritime Historic Restoration and Preservation Review Board  
Employee Involvement and Recognition Board  
Oral History Advisory Committee  
World War II Oral History Foundation  
Heritage Capital Projects Foundation  
United State Census Bureau  
National Association of Government Archives and Records Administrators  
Association of Records Management Administrators  
Society of American Archivists  
National Chief Officers of State Library Agencies  
Federal Elections Commission  
Redistricting Commission  
National Association of State Elections Directors

  
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# Office of the Secretary of State August 2002

